

MINUTES OF MEETING OF THE BOARD OF PUBLIC WORKS, JANUARY 25, 1945.

The Board of Public Works met on January 25th, 1945, in the office of the Governor, State House, Annapolis, Maryland.

There were present:

Herbert R. O'Connor, Governor
Hooper S. Miles, Treasurer
J. Millard Tawes, Comptroller.

Mr. Walter N. Kirkman, Director, Department of Budget and Procurement, also attended the meeting.

The Minutes of the meeting of November 22, 1944, copy of which was sent to each member of the Board, were approved.

BOARD OF MENTAL HYGIENE:

Mr. Kirkman brought to the attention of the Board a request received from the Commissioner of Mental Hygiene that the Board establish a policy with reference to the handling of certain funds in the Mental Disease Hospitals.

This matter was referred to the State Comptroller for his consideration and recommendation.

CHELTENHAM SCHOOL FOR BOYS:

The Board approved request of Cheltenham School for Boys for permission to proceed with extra work in connection with the water and sewage system at the institution, as recommended by Messrs. Ross and Walton, architects, and Mr. James Posey, engineer, at an additional cost of \$943.04. This approval confirms the verbal approval given by the members of the Board on November 29, 1944.

The Board decided to take no action for the time being in connection with a request received from Cheltenham School for Boys for authority to make improvements to the interiors of the six cottages and certain sections of the Administration Building, at an estimated cost of \$37,000.00.

The Board confirmed verbal approval previously given to a request of Cheltenham School for Boys for authority to enter into a contract with Herring & McCall for the construction of Staff Apartment Building, at their bid price of \$82,000. It is noted that the amount of this contract exceeds the cost previously estimated (\$45,000) but that the contract with Herring & McCall includes work which was not contemplated in the original request, the additional work consisting of installation of entirely new line from the Boiler House, through the Administration Building, to the new Staff Apartment Building, as well as a new sewer line from the Staff Apartment Building to the trunk line, and the installation of new heating mains to the Administration Building to increase the capacity to take care of the additional heating facilities required.

The Secretary brought to the attention of the Board correspondence and other data which had been received since the last meeting relative to sites which are being considered for the new institution to be erected for the Maryland Training School for Colored Boys. It was felt that the matter was not in shape for action at this meeting. And, further, it was understood that the Committee felt the County Commissioners for Baltimore County are desirous of making representations to the Board in connection with the possibility of the institution being located at Catonsville, in Baltimore County. It was agreed that the County Commissioners should be given the opportunity to be heard by the Board before any final action is taken.

Mr. Kirkman brought to the attention of the Board a serious situation in connection with the operation of the power plant at Cheltenham School for Boys. Mr. Kirkman stated that an inspection of the plant indicated gross carelessness on the part of those responsible, resulting in damages which not only affected the successful operation of the plant and made it impossible to provide proper heat for the buildings but that repairs which will be necessary as a result of the neglect will cost approximately \$1,000.00.

Mr. Kirkman stated that he had authorized the making of the repairs because of the emergency of things and recommended that an allotment of \$1,000 be made to the school to take care of the cost of the work, from the General Emergency Fund.

The Governor stated that he felt the situation justified bringing the matter to the attention of the Board of Managers of the school and insisting that that Board hold somebody responsible for the proper care and operation of the school's physical property.

The Board approved the recommendations of the Governor and Mr. Kirkman and authorized the transfer of \$1,000.00 as requested.

COMPTROLLER OF THE TREASURY:

Upon recommendation of the Comptroller, the Board approved the payment of refunds from Miscellaneous Appropriation #2, Item #18, as follows:

Tangible Personal Property		\$ 46.37
Esskay Credit Union, Inc.	\$00.15 ✓	
Young & Son, Inc.	23.00 ✓	
Young & Son, Inc.	23.22 ✓	

and from the budget of the State Tax Commission, Item #208-c, as follows:

Franchise Tax		\$450.56
Maryland Homes, Inc.	\$10.33	
Northeast Baltimore Corp.	88.40	
Oaklee Village, Inc.	88.40	
Murray Hill Corp.	31.20	
New Home Building & Loan Assn.	10.09	
W. Sampson Brooks Lodge	10.02	
Carter Overall Laundry, Inc.	8.02	
Sampson Peak Co.	20.85	
Balnew Community Service Co.	5.01	
Northway Apartment Co.	10.40	
Cumberland Fair Assn.	15.55	
Fiduciary Co.	11.39	
Duradene Co., Inc.	10.07	
Good Sheppard Cemetery, Inc.	10.05	
Ewing & Riley, Inc.	41.40	
Homewood, Inc.	10.05	
Woman's Club of Kent Island, Inc.	8.09	
Washington County Building & Loan Assn., Inc.	10.05	
Colonna Howard Lumber Co.	20.84	
R.C.A. Restaurant, Inc.	10.22	
Bowie Volunteer Fire Co.	10.02	
International Sales Co., Inc.	10.11.	

The Board approved recommendation of the Comptroller that he be authorized to abate the amount of \$10.00 appearing in the accounts receivable of the State Income Tax Division against Mrs. H. S. Hires, 6009 Marluth Avenue, Baltimore, Maryland, because of her claim that she had mailed the amount in currency - \$10.00 - to the State Comptroller.

COURT COSTS:

Upon recommendation of The State Law Department, the Board authorized the payment of the following bills in connection with certain court costs, from Item #207 of the budget of the Board of Public Works, these invoices being from the Daily Record for printing briefs.

Ruble vs. State	\$21.00	
Bennett vs. State	26.00	
Federico vs. Bratten	<u>63.00</u>	\$110.00.

CROWNSVILLE STATE HOSPITAL:

The Secretary brought to the attention of the Board copy of letter addressed to Crownsville State Hospital by Mr. James Posey, engineer, recommending that the new steam pipe line to the Superintendent's Residence be doubly insulated as well as that from the Kitchen-Dining Room Building to the road, at a cost of \$285.00 to be added to the contract price of the Charles T. King Co., Inc., which recommendation the Board approved.

DEPARTMENT OF CORRECTION:

The Secretary brought to the attention of the Board several communications from the Department of Correction relative to construction and equipment for the Women's Prison.

The Board decided that the additional cottage which is recommended to be erected at the Women's Prison at an estimated cost of \$115,000 is an item to be included in the postwar program and that it should be given consideration in connection with the work to be done during the postwar period.

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The Board approved a request for authority to install additional laundry equipment at the Women's Prison at a cost of \$10,060.00, but that instead of this money being allotted from the General Emergency Fund it should be made available from Special Funds under the control of the Department of Correction. Mr. Kirkman stated that he felt there would be some such funds available to take care of the cost of the equipment.

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The Board also approved request of the Department of Correction for authority to make repairs to roads at the Women's Prison and the Maryland House of Correction at an estimated cost of \$4,700.00, payable from Special Funds of the Maryland House of Correction, which are now available.

DEPARTMENT OF PUBLIC BUILDINGS AND GROUNDS:

The Board confirmed informal approval previously given to entering into a contract with the Costanza Construction and Engineering Company, in the amount of \$18,180.00, covering remodeling in the Court of Appeals Building, Annapolis, to provide private offices and other facilities for the members of the Court of Appeals, in accordance with plans and specifications prepared by Mr. Frederic A. Fletcher, architect.

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The Board also gave formal approval to the order given Brashears Brothers, painters, for the painting of Committee Rooms in the State House at a cost of \$3,000.00.

DEPARTMENT OF STATE FORESTS AND PARKS:

The Secretary brought to the attention of the Board a communication from Mr. Joseph F. Kaylor, State Forester, relative to a desire of the Burnwell Coal Company, of Baltimore, to enter into a lease with the State of Maryland covering permission to mine coal on property owned by the State and for passing through a certain section of the Savage River State Forest in connection with mining operations of the company.

Mr. Kaylor stated that he was willing to enter into an agreement with the company but that, because the company had made unauthorized use of State property in the past, had damaged the property, and had ignored representations from the State Department of Forests and Parks, reimbursement should be made to the State covering such damages, and because of such damages he was not willing to recommend an agreement with the company without the company first compensating the State for the damage it has suffered in the past, for which the company is responsible.

After discussing the matter, the Board decided it would be willing to approve an agreement between the State Department of Forests and Parks and the Burnwell Coal Company, provided any loss the State has suffered in the past is satisfied and that any agreement covering operations of the company would be executed only after approval of the terms of the agreement by the Attorney General, the Chief Mine Engineer of the State, and the State Forester. The matter of royalty to the State for the coal mined on State property and for any clay which might be taken from the property would be left to the determination of the Attorney General, the Chief Mine Engineer, and the State Forester. And, further, that the company be required to furnish the State with a bond to cover the obligations of the company in the agreement.

DEPARTMENT OF TIDEWATER FISHERIES:

The Secretary brought to the attention of the Board a communication from the Department of Tidewater Fisheries, presenting for the consideration of the Board a report which the Department received from Mr. Homer C. Ringgold, employe of that Department, covering an accident which resulted in damages to the automobile owned by Mr. Ringgold, which he was using in connection with his employment by the Department of Tidewater Fisheries. Mr. Ringgold submitted a bill showing that it was necessary for him to spend the sum of \$100.00 to cover the repairs to the automobile which were made necessary as a result of the accident.

After reading the report and giving due consideration to the circumstances as outlined therein, it was felt that Mr. Ringgold could not be regarded as being responsible for the accident and in view of the fact that it was impossible for him to effect recovery of the amount of his damages from the operator of the automobile which collided with him, the Board felt the Department would be justified in reimbursing Mr. Ringgold for the amount it was necessary for him to spend to repair the damages he suffered.

The request of the Department that it be authorized to reimburse Mr. Ringgold for this damage was approved.

GENERAL EMERGENCY FUND:

The Board approved a request of the Executive Department for an allotment of \$1,582.82 from the General Emergency Fund to supplement Item #207 of the budget of the Secretary of State to take care of the payment of bills for printing the Election Laws and advertising the Declaration of Results of the Election.

The Board approved request of the Department of States Forests and Parks for an allotment from the General Emergency Fund of \$2,500 to supplement the allotment of \$14,000 previously made to take care of the cost of replacing facilities destroyed by a storm during the summer of 1944 in Garrett County.

The Board approved request of the Department of State Forests and Parks for an allotment of \$600 from the General Emergency Fund to pay for the services of a specialist to assist the Department in making an analysis of the Forest Area and cost figures for fire protection work, for which a survey is made every ten years and submitted to the United States Forest Service to provide a basis for the division of Federal forest fire protection funds.

The Board approved request of the State Employment Commissioner for an allotment of \$2,500 from the General Emergency Fund to cover the cost of necessary advertising for that department until June 30, 1945. Mr. Owens reported to the Board that it was impossible for him to bring to the attention of persons who might be interested in the State service the fact that examinations were being given from time to time with the inadequate funds provided for advertising in the Department's budget.

The Secretary brought to the attention of the Board a request from the Standard Salary Board for an allotment of funds from the General Emergency Fund for the compensation of competent personnel to study the question of

minimum salaries for public school teachers. A Senate Resolution passed at the Special Session of 1944 of the General Assembly of Maryland requested the Standard Salary Board to make such a study.

As the matter of salaries for school teachers seems to have been adequately taken care of up to this time, it was felt there was no need for the Standard Salary Board to make the study which had been requested in the Resolution passed at the Special Session of 1944. Accordingly, no allotment of funds was made.

Mr. Kirkman brought to the attention of the Board a request from Rosewood State Training School for an allotment from the General Emergency Fund to supplement the budget appropriation for general repairs, motor vehicle repairs, travel, other contractual services, food, office supplies, agricultural supplies, household supplies, fuel, and equipment. Mr. Kirkman stated that this additional money was apparently necessary because of the fact that the institution had not submitted a proper or adequate budget request for the current fiscal year when the Budget for the current biennium was being prepared.

After discussion it was agreed that the amount necessary to take care of the unpaid bills of Rosewood State Training School to date would be approximately \$20,000 and the Board approved such an allotment from the General Emergency Fund, with further consideration to be given the matter if it is found that this amount will prove inadequate.

The Board approved request of the Bureau of Mines for an allotment of \$600.00 from the General Emergency Fund to enable that department to continue its research work in connection with the use of shale, a by-product of coal mining, which has not been considered as having any value but which, thru the research being done, might be found to be of some practical value in the manufacture of tile and other products.

See: Cheltenham School for Boys - \$1,000.00

TOWN OF GREENBELT:

Upon motion duly made and seconded, the following Resolution was unanimously adopted: -

WHEREAS, the United States of America has acquired and is acquiring real property for and is operating a project for resettlement purposes, (as defined in 49 Stat. 2035, hereinafter called the "Act"), located within the jurisdictional limits of the local public taxing unit, hereinafter set forth; and

WHEREAS, the aforesaid project and the persons now and hereafter residing on or occupying such premises will be supplied with public or municipal services by the local public taxing unit hereinafter set forth;

NOW, THEREFORE, BE IT RESOLVED by the Board of Public Works of the State of Maryland, that this resolution shall constitute the Request to the United States of America by said local public taxing unit, (pursuant to the provisions of Section 2 of the Act), to enter into an agreement for the payment by the United States of sums in lieu of taxes; and

BE IT FURTHER RESOLVED, that this body does hereby authorize its Comptroller of the Treasury to execute, for and on behalf of said local public taxing unit, said agreement with the United States of America.

In connection with the above Resolution the Secretary brought to the attention of the Board form of Agreement received from the National Housing Agency, Federal Public Housing Authority, for the payment by the United States of America of the sum of \$3,908.41 in lieu of State taxes for the year 1944 on project located at Greenbelt, Maryland. The Board approved the form of agreement and authorized the Comptroller to execute same on behalf of the Board of Public Works, with copy of the above Resolution to be furnished the Federal Public Housing Authority.

INSURANCE:

Mr. Kirkman brought to the attention of the Board the matter of insurance carried by the State Teachers College at Frostburg, known as Owners, Landlords and Tenants Insurance. Mr. Kirkman requested the Board to decide whether it was in order for this type of insurance to be carried and explained that the policy in question was brought about as a result of instructions which the College received from the State Superintendent of Education.

It seems that during one of the black-outs one of the students of the college fell into an areaway as a result of being unable to see where she was going, with resulting injuries, and the State Department of Education decided that it should be protected against any claims arising in such cases, through insurance coverage.

Mr. Kirkman was requested to get some further information from which it would be decided whether the State should take out insurance to cover any obligations it might have in this respect.

LEASES:

The Secretary brought to the attention of the Board the fact that a notice had been received from Bethlehem-Fairfield Shipyard, Inc. advising of their desire to extend the period of occupancy of the space now used by them in the State Tobacco Warehouse, covered by lease with the State of Maryland dated January 1, 1944, for the additional period to terminate on June 30, 1945. This Notice has been made a part of the lease.

The Board approved the execution of a renewal lease for the offices of the State Department of Public Welfare, 120 W. Redwood Street, Baltimore, for a term of two years from March 31, 1945, on the same terms and conditions as the present lease, upon recommendation of Mr. Kirkman.

MARYLAND COMMISSION ON POSTWAR RECONSTRUCTION & DEVELOPMENT:

The Secretary brought to the attention of the Board a communication received from Senator Wilmer C. Carter in which it is recommended that Mr. Frederick Thomas, architect, be considered in connection with architectural services which the State will require in connection with its postwar program. The Board stated that this request could be given consideration in due time.

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The Board approved reimbursement to Mr. E. Wilson Booth, architect, in the amount of \$135.00, covering payment made by him to George W. Purnell for the preparation of a topographic map in connection with the construction work to be done at the Eastern Shore Chronic Disease Hospital.

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The Secretary brought to the attention of the Board a request from Montrose School for Girls for a revision of the postwar construction program for that institution. It was noted that the revision shows an estimated cost of \$264,820.00 as against an estimated cost of \$129,700, for the projects included in the recommendation for the school made by the Postwar Commission.

The Board felt that the procedure in this case would be to refer the revised plan to the Maryland Commission on Postwar Reconstruction and Development for its consideration and recommendation.

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The Secretary presented each member of the Board with a statement showing funds available in the Postwar Construction Fund as of January 25, 1945, in the amount of \$2,576,266.00.

THE MINERS HOSPITAL:

The Secretary brought to the attention of the Board a communication received from Mr. W. D. Owens, State Employment Commissioner, relative to questions which have arisen in connection with the salaries of certain employees of The Miners Hospital, at Frostburg, Maryland because of salary reductions which occurred in 1932 and 1935 but which were not adjusted in accordance with the provisions of Chapter 513 of the Acts of 1937.

The Board felt that it could not at this late date entertain any requests for settlement or adjustment of claims resulting from salary differences existing for the years mentioned.

MILITARY DEPARTMENT:

Upon recommendation of Mr. Kirkman, the Board approved a contract between the Military Department and John Cowan & Son in the amount of \$3,609.00 for repairs necessary to the Silver Spring Armory, there being funds available in the unexpended balance in the Military Department carried forward from previous fiscal years under authority of the budget law.

MONTROSE SCHOOL FOR GIRLS:

Mr. Kirkman brought to the attention of the Board a request from Montrose School for Girls for authority to compensate the Matron at Wilson Kitchen for overtime at the rate of \$5.00 per month covering additional services in connection with feeding five men.

The Board approved this request.

MORGAN STATE COLLEGE:

The Secretary brought to the attention of the Board a communication received from Morgan State College explaining certain items to which exception was taken by the State Auditor in connection with a report which the Auditor made of his examination of the accounts and records of the College to September 30, 1942, which exceptions related to cash discounts allowed to students in the case of full payments made at the beginning of semesters instead of installment payments being made, and to scholarships allowed which in effect represent a remission of fees.

A memorandum which the State Auditor prepared, furnishing information in connection with the explanations given in a letter of the college to the Board of Public Works dated November 8, 1944, was read to the Board for its information.

The Board felt it would like to have supplemental information and requested the Secretary to communicate with Morgan State College and request that the Board be advised of the situation as it exists at the present time. That is, that the situation as represented in the State Auditor's report which was made as of September 30, 1942 be brought down to date, after which consideration will be given to the request of the college, as covered in its letter of November 8, 1944, for approval of the practices about which the State Auditor made comment in his report.

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Upon recommendation of Mr. Kirkman, the Board approved the payment of \$809.00 by the State Comptroller from the Scholarship Fund for Morgan State College.

STANDARD SALARY BOARD:

Upon recommendation of Mr. Kirkman the Board approved an allotment of \$365.00 from the Standard Salary Fund to the Department of State Forests and Parks to make effective the salary scale for the State Forester and Assistant State Forester.

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Mr. Kirkman stated that he thought some consideration should be given to the method of providing funds during the next biennium to meet salary payments when employees are reclassified or when the standard salary scale is increased.

The Board felt that consideration could not be given to this matter at the present time - that it should be held for consideration later.

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See: General Emergency Fund.

STATE DEPARTMENT OF HEALTH:

The Secretary brought to the attention of the Board a communication received from Dr. R. H. Riley, Director, Department of Health, requesting authority for that department to write off as uncollectible an item of \$1.34 in their accounts receivable against Dr. James S. Billingslea, of Glen Burnie, Maryland. The records show that on April 19, 1944, the department furnished Dr. Billingslea with one package of Immune Globulin Serum and billed Dr. Billingslea in the amount of \$1.34, but that after repeated attempts the department has been unable to collect this account.

The Board approved the writing off of the account as requested.

STATE EMPLOYEES:

Sick Leave

The Board approved request received from the State Department of Health for an extension of sick leave in the case of Cecile Spissler, Senior Stenographer, who has been in the employ of the State since June 1, 1924. The extension of sick leave was limited to three months from January 23, 1945, provided that much time is necessary in her case.

The Board approved request of Mr. W. Lee Elgin, Commissioner of Motor Vehicles, for an extension of sick leave in the case of Nelson Bowers, who has been in the State service since May 1, 1916. The extension of sick leave will be for three months from December 27, 1944, provided that much time is necessary for Mr. Bowers recover from his illness.

The Board approved request received from Major Ezra B. Whitman, Chairman, State Roads Commission, for a further extension of sick leave in the case of Mrs. Mabel M. Hook, Senior Clerk, for the period November 1, 1944 to December 31, 1944. Mrs. Hook reported for duty as of January 1, 1945.

General

The Board approved request received from Mr. Frank C. Robey, Clerk of the Court of Common Pleas, that he be authorized to reimburse Mrs. Catherine Follmeyer, charwoman in the employ of his office, for doctor's bill paid by her in connection with an injury she received in carrying out her duties. The injury consisted of infection in one of her fingers, resulting from a razor blade being in the litter she was gathering up one evening. Infection set in and medical attention was required.

The Board approved request of Mr. John S. Clarke, Clerk of Circuit Court No. 2 of Baltimore City, for authority to pay medical bill for treatment to the right foot of Raleigh E. Stokes, clerk in the employ of that office. Mr. Stokes broke a bone in his right foot as a result of stepping from a ladder which he had been using in placing record books of the office in place on the shelves of the office.

Vacation Leave

The Board approved request of the State Department of Public Welfare for authority to compensate James Darr, janitor for the Allegany County Welfare Board, for two weeks services which were rendered at a time when he was entitled to be on vacation, but which that Board was unable to allow him because of being unable to obtain someone to take care of his work during his absence.

The Board approved request of the State Department Health for authority to compensate a garage helper for 25 days of vacation it was impossible to permit this employe to take as follows: 1 day-1942; 9 days-1943; and 14 days-1944, plus one holiday.

Maryland House of Correction - waster paper and rags	\$486.01
State Department of Health - Remington Noiseless Typewriter	
Commander Mimeograph Machine	
Department of State Forests and Parks - Electric Motor	
Carryall	
Stake body truck	
Pick up truck	
4 worn out tires.	
State Roads Commission - Condemnation Reports #3333, #3700, #3334,	
#3881, #3882, #3225, #3277, and #3781.	

STATE RECORDS:

The Board approved request of the Bank Commissioner that he be authorized to destroy, in accordance with Chapter 825 of the Acts of 1941, that accumulation of old office records which are of no further use to the department and which are occupying space which is very much needed at this time for other purposes. A memorandum covering the records in question was submitted to the Hall of Records so that it might be determined whether the records in question would have any value which would cause the Archivist to want them stored in the Hall of Records. It was the conclusion of the Archivist that the material in question was not desired for the Hall of Records.

Under the circumstances, the request of the Bank Commissioner for authority to destroy these records was approved.

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The Board approved request of the Unemployment Compensation Board that it be permitted to destroy tabulating cards and reports received from employers for the year 1939. Under date of January 19th, 1945, the Archivist at the Hall of Records advised the Unemployment Compensation Board these records were of no particular value to the Hall of Records.

STATE TREASURER:

Mr. Miles reported to the Board that in accordance with instructions received from the Board he had disposed of \$5,000,000 United States Treasury 7/8% Certificates of Indebtedness, due June 1, 1945, at 100.047817, representing a net profit of \$2,390.85, in addition to the interest which had accrued to the amount of \$18,647.55.

And, that on November 29, 1944, he had subscribed for \$5,000,000 United States Treasury 7/8% Certificates of Indebtedness, due December 1, 1945.

UNEMPLOYMENT COMPENSATION BOARD:

The Secretary brought to the attention of the Board a communication and statement received from the Unemployment Compensation Board covering the fiscal activities of that Board for the quarter ended September 30, 1944, showing Interest Waived of \$2,219.09, and Adjustments, Abatements and Uncollectible Accounts of \$12,649.11. A letter from Mr. Albert A. Levih, Special Assistant Attorney General, accompanied the statement and recommended approval by the Board of Public Works to this report.

The Board approved the action of the Unemployment Compensation Board.

UNIVERSITY OF MARYLAND:

Upon recommendation of Mr. Kirkman the Board approved the expenditure of \$36,612.00 for necessary improvements at the Medical School Building in Baltimore, of the University of Maryland, funds for which are available in the budget of the University of Maryland, and approved the entering into a contract for this work with Charles R. Scrivener Co., Inc.

DEPARTMENT OF CORRECTION:

Women's Prison

Mr. Kirkman brought to the attention of the Board a request from the Department of Correction for an allotment of \$15,000 from the General Emergency Fund for food, wearing apparel, household supplies and household equipment which are needed at the Women's Prison because of the increase in the population at that institution.

After a discussion of the matter, the Board requested Mr. Kirkman to confer further with Mr. Joseph H. A. Rogan, Chairman of the Board of Correction, to determine whether it would be possible to take care of these additional items of expense from Special Funds which are available to the department at this time and to advise the Board accordingly at the next meeting.

There being no further business, the meeting was adjourned.

Joseph O. McCluskey
Secretary